

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 24, 2017**

Item 6, Report No. 2, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on January 24, 2017.

**6                    AWARD OF RFP 16-352 – COMPREHENSIVE ZONING BY-LAW REVIEW**

**The Committee of the Whole recommends:**

- 1)        That the recommendation contained in the following report of the Deputy City Manager, Planning and Growth Management and the Director of Building Standards, dated January 17, 2017, be approved; and**
- 2)        That the following be approved in accordance with Communication C1, from the Deputy City Manager, Planning and Growth Management, and the Director of Building Standards dated January 12, 2017:**
  - 1.        That RFP 16-352 for consulting services for the Comprehensive Zoning By-law Review be awarded to MMM Group Limited in the amount of \$741,772.50, plus applicable taxes;**
  - 2.        That a contingency allowance in the amount of \$74,177.25, plus applicable taxes, be approved within which the Director of Building Standards or his designate is authorized to approve amendments to the contract;**
  - 3.        That the amounts identified in the above recommendations, including all contingency allowances, applicable taxes and administration recovery be funded from Capital Project BS-1006-15 Zoning By-Law Review; and**
  - 4.        That the Mayor and the City Clerk be authorized to sign the appropriate documents.**

**Recommendation**

The Deputy City Manager, Planning and Growth Management, and the Director of Building Standards, in consultation with the Director of Procurement Services and the Chief Financial Officer and City Treasurer, recommend:

- 1.        THAT Committee of the Whole, at its meeting of January 17, 2017, give consideration to the recommendations contained within a Communication to be provided following the completion of the evaluation for award of Request for Proposals RFP 16-352 to retain a consulting team to undertake the Comprehensive Zoning By-law Review.**

**Contribution to Sustainability**

The Comprehensive Zoning By-law Review will contribute to achieving the goals and objectives outlined in Green Directions Vaughan, specifically:

Goal 2: To ensure sustainable development and redevelopment

- Objective 2.2: To develop Vaughan as a City with maximum green space and an urban form that supports our expected population growth.
- Objective 2.3: To create a City with sustainable built form.

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Goal 4: To create a vibrant community where citizens, business and visitors thrive

- Objective 4.2: Ensure that the City of Vaughan attracts businesses and investment that will result in well-paying jobs for Vaughan citizens, a sustainable tax base and continuing prosperity into the 21st Century.

Goal 5: To be leaders in advocacy and education on sustainability issues

- Objective 5.1: To share sustainable best practices and ideas between and among municipal staff and the community.

#### **Economic Impact**

The economic impact to the City will be identified upon the completion of the evaluation for the award of Request for Proposal RFP16-352.

As the Comprehensive Zoning By-law Review is anticipated to occur over a three year period, the 2017 capital budget allocation is \$854,607, with recognized allocations of \$861,280 in 2018, and \$222,036 in 2019 for consulting services.

#### **Communications Plan**

A detailed public, industry and stakeholder consultation strategy will be developed at the start of the project, in collaboration with the consultant team and broader Technical Advisory Committee that will be established to provide input from key City departments and stakeholders throughout the study. Substantial public and industry consultation is expected throughout the duration of the Comprehensive Zoning By-law Review which will be considered by City staff and the consulting team throughout the preparation of the new City of Vaughan Zoning By-law.

#### **Purpose**

The purpose of this report is to obtain Council approval to award Request for Proposal RFP16-352, to provide consulting services to complete the Comprehensive Zoning By-law Review.

#### **Background - Analysis and Options**

Staff received direction to issue a Request for Proposals for the purposes of retaining a qualified external consulting team to undertake a comprehensive review of the City of Vaughan Zoning By-law at the Committee of the Whole meeting held on December 1, 2015 (*Report No. 2 Item No. 44*).

RFP 16-352 was advertised on City of Vaughan Bidding Website-Vaughan Bids & Tenders, Biddingo, Ontario Public Buyers Association's Website, on October 27, 2016 and closed on November 25, 2016. One addendum was issued to respond to the questions received. A total of five (5) Plan Takers registered for this Tender, and three (3) compliant bids were received as per below:

1. Meridian Planning Consultants
2. MMM Group Ltd.
3. SGL Planning & Design Inc.

An Evaluation Committee comprised of staff from the Building Standards, Development Planning, Policy Planning and Environmental Sustainability, By-law and Compliance, Licensing and Permit

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 24, 2017**

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Services Departments carried out the evaluation process. The City's bid package provided details of the contract, including the following criteria used in the evaluation of the submissions:

A two envelope approach was utilized in determining the successful proponent. Envelope one was scored based on the criteria below:

i) Organization and Experience	25%
ii) Vision, Approach, Methodology and Work Plan	40%
iii) Examples of Related Work	15%
iv) Project Management	10%
v) Quality of Proposal	10%

Proponents who score a minimum of 80% will proceed to an interview process. Proponents who successfully score 80% through the envelope one, and interview processes will be considered for envelope two. Up to 25 points may be achieved through the envelope two scoring, which will consider the financial upset limit (10 points) and resource allocation analysis (15 points) of each remaining proposal.

#### **Relationship to Term of Council Service Excellence Strategy Map (2014-2018)**

In consideration of the strategic priorities set within the Term of Council Service Excellence Strategy Map, the recommendations in this report support the Term of Council priority to ensure the Update the Official Plan and supporting studies. Under the legislative requirements of the *Planning Act*, Municipal Official Plans must be reviewed every five (5) years and the implementing Zoning By-law must be enacted not later than three years from the date the Official Plan approval is finalized.

In addition, the Comprehensive Zoning By-law Review will continue to cultivate an environmentally sustainable City. The comprehensive review will provide synergy and support continued collaboration between many completed and on-going studies and initiatives within the City of Vaughan.

#### **Regional Implications**

There are no Regional implications associated with this report.

#### **Conclusion**

A communication will be provided to the Committee of the Whole at its meeting January 17, 2017 outlining the recommendation for the award of Request for Proposal RFP 16-352 to retain a consulting team to undertake the Comprehensive Zoning By-law Review.

#### **Attachments**

N/A

#### **Report prepared by:**

Brandon Correia, Project Manager – Comprehensive Zoning By-law Review, Ext. 8227



## memorandum



DATE: JANUARY 12, 2017

TO: HONOURABLE MAYOR AND MEMBERS OF COUNCIL

FROM: JOHN MACKENZIE,  
DEPUTY CITY MANAGER, PLANNING AND GROWTH MANAGEMENT  
JASON SCHMIDT-SHOUKRI  
DIRECTOR OF BUILDING STANDARDS & CHIEF BUILDING OFFICIAL

SUBJECT: REPORT 2, ITEM 6 – COMMITTEE OF THE WHOLE, JANUARY 17, 2016  
AWARD OF RFP 16-352 – COMPREHENSIVE ZONING BY-LAW REVIEW

### Recommendation

The Deputy City Manager, Planning and Growth Management and the Director of Building Standards, in consultation with the Director of Procurement Services and the Chief Financial Officer and City Treasurer, recommend:

1. That RFP 16-352 for consulting services for the Comprehensive Zoning By-law Review be awarded to MMM Group Limited in the amount of \$741,772.50, plus applicable taxes;
2. That a contingency allowance in the amount of \$74,177.25, plus applicable taxes, be approved within which the Director of Building Standards or his designate is authorized to approve amendments to the contract;
3. That the amounts identified in the above recommendations, including all contingency allowances, applicable taxes and administration recovery be funded from Capital Project BS-1006-15 Zoning By-Law Review; and
4. That the Mayor and the City Clerk be authorized to sign the appropriate documents.

### Economic Impact

The total cost including contingency allowance, applicable taxes and administrative recovery is \$855,219.79. The total cost can be accommodated within approved Capital Project BS-1006-15 Zoning By-Law Review.

<b>TABLE 1: Total Cost</b>	<b>\$</b>
Contract Value (Excl. HST)	741,772.50
Contingency Allowance (10%)	74,177.25
<b>Sub-Total</b>	<b>815,949.75</b>
H.S.T. (1.76%, Not Recoverable)	14,360.72
Add: 3 % Administration Recovery	24,909.32
<b>Total Cost</b>	<b>855,219.79</b>

<b>Table 2: Financial Position</b>	<b>\$</b>
Capital Project	BS-1006-15
Approved Budget	1,962,923.00
Less: Expenses / Commitments to Date	42.38
<b>Available Budget</b>	<b>1,962,880.62</b>

### **Purpose**

This communication, (to be read in accordance with Item 6, Report 2) seeks Council approval to award Request for Proposal (RFP16-352) to retain MMM Group Limited to undertake the Comprehensive Zoning By-law Review for the City of Vaughan.

### **Conclusion**

The lead consultant MMM Group Limited has the most qualified team to fulfill the requirements of this contract and scored the highest marks based on the evaluation criteria set forth in the Request for Proposal documents. Therefore, it is recommended that MMM Group Limited be retained by the City to undertake the Comprehensive Zoning By-law Review.

### **Report prepared by:**

Brandon Correia, Project Manager, Comprehensive Zoning By-law Review, ext. 8227

Respectfully submitted,



JOHN MACKENZIE  
Deputy City Manager,  
Planning & Growth Management



JASON SCHMIDT-SHOUKRI  
Director of Building Standards  
Chief Building Official

Copy to:

Daniel Kostopoulos, City Manager  
Jeffrey Abrams, City Clerk

**AWARD OF RFP 16-352 – COMPREHENSIVE ZONING BY-LAW REVIEW**

**Recommendation**

The Deputy City Manager, Planning and Growth Management, and the Director of Building Standards, in consultation with the Director of Procurement Services and the Chief Financial Officer and City Treasurer, recommend:

1. THAT Committee of the Whole, at its meeting of January 17, 2017, give consideration to the recommendations contained within a Communication to be provided following the completion of the evaluation for award of Request for Proposals RFP 16-352 to retain a consulting team to undertake the Comprehensive Zoning By-law Review.

**Contribution to Sustainability**

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**Economic Impact**

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In addition, the Comprehensive Zoning By-law Review will continue to cultivate an environmentally sustainable City. The comprehensive review will provide synergy and support continued collaboration between many completed and on-going studies and initiatives within the City of Vaughan.

## **Regional Implications**

There are no Regional implications associated with this report.

**Conclusion**

A communication will be provided to the Committee of the Whole at its meeting January 17, 2017 outlining the recommendation for the award of Request for Proposal RFP 16-352 to retain a consulting team to undertake the Comprehensive Zoning By-law Review.

**Attachments**

N/A

**Report prepared by:**

Brandon Correia, Project Manager – Comprehensive Zoning By-law Review, Ext. 8227

Respectfully submitted,

JOHN MACKENZIE  
Deputy City Manager,  
Planning & Growth Management

JASON SCHMIDT-SHOUKRI  
Director of Building Standards and  
Chief Building Official